



DEPARTMENT OF THE NAVY

NAVY PERSONNEL COMMAND

5720 INTEGRITY DRIVE

MILLINGTON TN 38055-0000

NAVPERSCOMINST 1700.1F

PERS-00M

24 MAY 2011

NAVPERSCOM INSTRUCTION 1700.1F

From: Commander, Navy Personnel Command

Subj: SAILOR OF THE QUARTER/YEAR, JUNIOR SAILOR OF THE
QUARTER/YEAR, AND BLUEJACKET OF THE QUARTER/YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10L
(b) BUPERSINST 1700.22B

Encl: (1) Sample Nomination Format SOQ, JSOQ, and BJOQ
(2) Sample Nomination Format JSOY, and BJOY
(3) Sample Nomination Format SOY

1. Purpose. To provide Bureau of Naval Personnel (BUPERS) Millington/Navy Personnel Command (NAVPERSCOM) eligibility criteria and guidelines for submitting nominations for Sailor of the Quarter/Year (SOQ/Y), Junior Sailor of the Quarter/Year (JSOQ/Y), and Bluejacket of the Quarter/Year (BJOQ/Y) program. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NAVPERSCOMINST 1700.1E and NAVPERSCOM 1700/1.

3. Background. The Chief of Naval Operations (CNO) established the Sailor of the Year (SOY) program to recognize one Sailor who represents the best of the Navy by demonstrating both professional and personal dedication. In 1972, the SOY program only recognized Atlantic and Pacific Fleet Sailors; however, in 1973, the program was expanded to recognize three outstanding Sailors to represent the many superior petty officers serving in shore establishments Navy-wide. In 1982, the program was further expanded to include the Navy Enlisted Reservist of the Year (inactive).

4. Discussion. Sailor of the Quarter/Year (SOQ/Y), Junior Sailor of the Quarter/Year (JSOQ/Y), and Blue Jacket of the Quarter/Year (BJOQ/Y) program was established to recognize superior performance of petty officers and non-rated personnel with emphasis on outstanding achievements, exemplary personal conduct and military bearing, and demonstrated initiative in performance.

5. SOQ, JSOQ, and BJOQ Eligibility

a. All nominations must meet eligibility requirements and be submitted in the format required by reference (a). Enlisted personnel permanently assigned to BUPERS Millington/NAVPERSCOM may be nominated if they:

(1) Are serving in paygrades E1-E4 for BJOQ, E5 for JSOQ, and E6 for SOQ (personnel selected for advancement to E7 are not eligible for SOQ nomination);

(2) Have been on board for the entire quarter the member is being nominated; and

(3) Have no record of disciplinary action during the past 12 months.

b. Personnel selected for NAVPERSCOM SOQ, JSOQ, and BJOQ may not be nominated again until 12 months have elapsed from month of selection.

c. Personnel nominated but not selected may be nominated again for the succeeding quarter if performance during the quarter merits recommendation.

6. SOY, JSOY, and BJOY Eligibility

a. All Sailors selected as SOQ/JSOQ/BJOQ's at the BUPERS Millington/NAVPERSCOM level from the previous 4 quarters are automatically nominated to represent their PERS-department, unless they no longer fall into the category for which they were selected or meet the category requirements.

b. If any PERS-department did not have a Sailor selected in the categories of NAVPERSCOM SOQ/JSOQ/BJOQ they will be allowed to submit one nominee to represent their PERS-department.

c. NAVPERSCOM SOY/JSOY/BJOY nominees must have been onboard for a minimum of 6 months.

7. Action. The competitive cycle will run from 1 October to 30 September every year (i.e., 1 October 2009 through 30 September 2010 will be the 2010 SOY cycle). All nominating departments

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shall ensure packages are in the format specified in enclosure (1). Packages will be submitted by hardcopy format and accompanied with an electronic copy of the complete package on compact disc-ready only memory (CD-ROM) (Microsoft (MS) Word for text and JPG format for photos). Include in nomination package command cover sheet per enclosure (2).

a. Each SOY category coordinator will forward competition dates to the Force Master Chiefs (FORCM) office no later than the 1st Friday of November of each year.

b. Navy-wide, all commands selecting a SOY will have their selection boards completed and packages ready for submission to their respective department by 27 October each year to allow adequate time for subsequent levels of competition.

8. Nomination Procedures

a. Department heads shall forward one nomination for SOQ, JSOQ, and BJOQ to Commander, Navy Personnel Command (COMNAVPERSCOM) via the FORCM. Nominations should be specific and reference only nominee's actual accomplishments during the quarter/year for which nominated. Additional information regarding performance prior to that quarter/year is not appropriate. Nominations should be submitted to FORCM no later than 5 working days following last day of the quarter (31 March, 30 June, 30 September, and 31 December).

b. Nominations for SOY, JSOY, and BJOY should be forwarded to COMNAVPERSCOM via FORCM no later than the 1st Friday of November. All nominations must meet eligibility requirements and be submitted in the format required by reference (b). Nominations should be specific and reference only nominee's actual accomplishments during the quarter/year for which nominated. Additional information regarding performance prior to that quarter/year is not appropriate.

9. Selection Boards. FORCM will convene SOQ, JSOQ, and BJOQ selection boards within 15 days following last day of the quarter. Board's recommendation will be forwarded to COMNAVPERSCOM.

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a. Leading chief petty officer's for each department will sit as a SOQ/Y and JSOQ/Y board member. One petty officer first class from each department/office will be appointed in writing by the FORCM to sit as a BJOQ/Y board member.

b. Each board will be comprised of one representative from each department.

c. FORCM will convene the SOY, JSOY, and BJOY boards during the 3rd week of November.

d. Personnel shall be present at the board in order to be considered as a candidate for the quarter/year.

10. SOQ, JSOQ, and BJOQ Selection Factors. Selection boards will consider the following factors for SOQ, JSOQ, and BJOQ:

- a. Responsibilities;
- b. Performance;
- c. Leadership;
- d. Command climate/Sailorization;
- e. Meritorious or commendatory achievements during that particular quarter or year as appropriate;
- f. Collateral duties;
- g. Educational accomplishments during this quarter;
- h. Participation in civic/community affairs;
- i. physical readiness test/physical fitness assessment (PRT/PFA) results (past two cycles);
- j. For SOY, the package should be assembled at a level to compete for chief petty officer, i.e., last 5 evaluations, PRT/PFA results, and extensive write up;
- k. Personal awards during nomination period; and

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1. Personal interview and observance by applicable board members on:

(1) Service member's knowledge of military and current events;

(2) How well Service member expresses themselves; and

(3) Military appearance and bearing.

11. SOY, JSOY, and BJOY Selection Factors. Selection boards will consider following factors for SOY, JSOY, and BJOY:

a. Responsibilities;

b. Performance;

c. Leadership;

d. Command climate/Sailorization;

e. Meritorious or commendatory achievements;

f. Collateral duties;

g. Educational accomplishments during this quarter;

h. Participation in civic/community affairs;

i. PRT results (past two cycles);

j. Personal awards;

k. Personal interview and observance by applicable board members on:

(1) Service member's knowledge of military and current events;

(2) How well Service members expresses themselves; and

(3) Military appearance and bearing; and

l. Adaptability.

12. Submission Format. Enclosures (1) and (2) provide sample nomination formats. Packages for SOQ/Y, JSOQ/Y, and BJOQ/Y will not exceed three typed pages and will include the following:

a. OPNAV 1650/3 Personal Award Recommendation will be completed and signed by department head for a letter of commendation for SOQ, JSOQ, and BJOQ and Navy and Marine Corps Achievement Medal (NA) for SOY, JSOY, and BJOY.

b. Paper copy of citation in double-space rough.

c. Citation will be forwarded via e-mail to the FORCM when the SOQ/Y, JSOQ/Y and BJOQ/Y packages are submitted.

d. Typed white 3 x 5 inch card with biographical data provided by nominating command and applicant.

- (1) Rate/Rank;
- (2) Name;
- (3) Spouse/children;
- (4) Hometown;
- (5) Previous duty station;
- (6) Current duty assignment; and
- (7) Special interests/hobbies.

13. Scoring. NAVPERSCOM 1700/2 Sailor of the Quarter/Year Grading Sheet is utilized as the scoring sheet for nominees.

14. Recognition

a. A photograph of selectees will be displayed on the NAVPERSCOM Sailor/Bluejacket display board. In addition, SOQ/Y, JSOQ/Y, and BJOQ/Y will receive one 4-day liberty pass, command plaque, parking certificate, and a Morale, Welfare, and Recreation coupon book.

b. SOQ, JSOQ, and BJOQ selectees will receive flag letters of commendation.

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c. SOY, JSOY, and BJOY selectees will receive a NA. Sailors nominated but not selected as SOY, JSOY, and BJOY will receive flag letters of commendation.

d. Presentation of NA to NAVPERSCOM's SOY will be held in abeyance until completion of BUPERS, Vice Chief of Naval Operations, or Chief of Naval Operations Sailor of the Year competition. Successful completion of follow-on competitions will upgrade the NA to a Navy and Marine Corps Commendation Medal.

e. Sole awarding authority for this program is COMNAVPERSCOM.

15. Forms

a. OPNAV 1650/3 Personal Award Recommendation can be obtained at <https://navalforms.daps.dla.mil/>.

b. NAVPERSCOM 1700/2 Sailor of the Quarter/Year Grading Sheet can be obtained at <http://www.npc.navy.mil/Audiences/ForInternal>.



D. P. QUINN

Distribution:

Electronic only, via NAVPERSCOM Web site
<http://www.npc.navy.mil>

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SAMPLE NOMINATION FORMAT
SOQ, JSOQ, and BJOQ

(Date)

From: (Department Head/Division Officer/Branch Head)
To: Commander, Navy Personnel Command
Via: (1) Department Head
(2) Force Master Chief

Subj: NAVY PERSONNEL COMMAND SAILOR OF THE QUARTER, JUNIOR
SAILOR OF THE QUARTER, OR BLUEJACKET OF THE QUARTER
NOMINATION

Ref: (a) NAVPERSCOMINST 1700.1F

Encl: (1) Letter of Commendation Award Recommendation
(2) 3 x 5 Index Card

1. Per reference (a), (RATE, NAME) is eligible in all respects and is nominated for Navy Personnel Command's SOQ, JSOQ, or BJOQ for the ____ quarter, FY-____.

2. Following information is provided:

- a. Date reported:
- b. Department assigned:
- c. Present duties:
- d. Months assigned present duties:

3. Comments on specific attributes as demonstrated during this quarter and applicable to this nomination are as follows:

- a. Responsibilities:
- b. Performance:
- c. Leadership:
- d. Command climate/Sailorization:

Enclosure (1)

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- e. Significant achievements above scope of assigned duties:
- f. Collateral duties:
- g. Educational accomplishments (during this quarter):
- h. Participation in civic/community affairs (if any):
- i. physical readiness test/physical fitness assessment (PRT/PFA) (past two cycles):
- j. Personal Awards: Award Command Date

4. Enclosures (1) and (2) are provided to support recognition. (Any other information considered pertinent. (No more than one paragraph.))

Signature

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**SAMPLE NOMINATION FORMAT
JSOY AND BJOY**

(Date)

From: (Department Head/Division Officer or Branch Head)
To: Commander, Navy Personnel Command
Via: (1) Department Head
(2) Force Master Chief

Subj: NAVY PERSONNEL COMMAND FY-____ JUNIOR SAILOR OF THE YEAR
AND BLUEJACKET OF THE YEAR NOMINATION

Ref: (a) NAVPERSCOMINST 1700.1F

Encl: (1) Supporting documentation (copies of evaluations,
Letters of Appreciation/Commendation, etc.)
(2) OPNAV 1650/3 Personal Award Recommendation for
Navy and Marine Corps Achievement Medal

1. Per reference (a), (RATE, NAME) is eligible in all respects and is nominated for Navy Personnel Command's JSOY, or BJOY for FY-_____.

2. Following information is provided:

- a. Date of birth:
- b. Date enlisted in Navy:
- c. Advancement history (give data):
 - (1) E4:
 - (2) E5:
 - (3) E6:
- d. Responsibilities:
- e. Performance:
- f. Leadership:

Enclosure (2)

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- g. Command climate/Sailorization:
- h. Significant achievements above scope of assigned duties:
- i. Collateral duties:
- j. Educational accomplishments (during this year):
- k. Participation in civic/community affairs (if any):
- l. Physical readiness test/physical fitness assessment (PRT/PFA) (past two cycles):

m. Personal Awards: Award Command Date

4. Enclosures (1) and (2) are provided to support recognition. (Any other information considered pertinent. (No more than one paragraph.))

(Signature)

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SAMPLE NOMINATION FORMAT (SOY)

SSIC

Originator's Dept

Date

From:

To:

Via:

Subj: 20__ NAVY PERSONNEL COMMAND SAILOR OF THE YEAR NOMINATION
IN THE CASE OF (RATING, WARFARE, LAST NAME, FIRST NAME,
MIDDLE INITIAL)

Ref: (a) NAVPERSCOMINST 1700.1F

- Encl:
- (1) Copies of last 5 years of performance evaluations
(most recent first)
 - (2) Personal Awards received during the nominative period
(1 October to 30 September)
 - (3) SOY nominee biography (one page narrative format,
starting with date and place of birth, civilian
schooling, military service, current assignment,
personal awards, and medals)
 - (4) Signed OPNAV 1650/3 Personal Award Recommendation for
Navy and Marine Corps Achievement Medal (forwarded,
including completed unsigned citation)
 - (5) Two 5x7 color glossy photographs, plain background,
service dress blue uniform, uncovered, (one
full-length front and one full-length side view, both
with name, rate, command, date data boards)
 - (6) Past 5 years of Physical Readiness Information
Management System (PRIMS) on PRIMS data sheet
 - (7) Command cover sheet
 - (8) OPNAV 1650/17 SOY Grading Sheet (completed by command
master chief)
 - (9) Electronic copy of complete package on CD-ROM
(MS Word for text and JPG format for glossy photos)

1. Per reference (a) (rating, Warfare, last name, first name,
middle initial) is nominated as the 20__ (Force) Sailor of the
Year.

Enclosure (3)

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Subj: 20__ NAVPERSCOM SAILOR OF THE YEAR NOMINATION IN THE CASE
OF (RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE
INITIAL)

2. Complete contact information of member nominated:

- a. Name: (Last, First, Middle Initial)
- b. Rate/Rank:
- c. Present Duty Station:
- d. Address: (Work) (Home)
- e. Telephone: (Work) (Home/Cell)
- f. Facsimile: (Work) (Home)
- g. E-mail Address: (Work) (Home)

3. If previously selected as Sailor of the Month or Quarter,
list command, selection and period in chronological order:

(Command) (Month/Quarter) (YYMMDD - YYMMDD)

4. Reporting Senior's justification of nomination utilizing the
following format (**limit to two typewritten pages**).

- a. Primary responsibilities:
- b. Job performance:
- c. Leadership:
- d. Command climate/Sailorization:
- e. Collateral duties:
- f. Peer group and off-duty community involvement:

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Subj: 20__ NAVPERSCOM SAILOR OF THE YEAR NOMINATION IN THE CASE
OF (RATING, WARFARE, LAST NAME, FIRST NAME, MIDDLE
INITIAL)

5. Military decorations and awards (not unit awards). List in
chronological order):

(Decoration/Award) (Command) (YYMMDD - YYMMDD)

6. List educational accomplishments.

a. Years of formal civilian schooling completed and any
degree attained:

(Degree) (School) (YYMMDD)

b. Navy "A," "B," "C," and or "F" schools completed:

(School) (YYMMDD)

c. Other self-study educational achievements attained
(include United States Armed Forces Institute courses, Defense
Activity for Non-Traditional Education Support courses, etc.).
Do not include training courses required for advancement or
annual general military training.

7. Reporting Senior's remarks (**limit to one typewritten page**).

(Signature)

("By direction" not authorized)